

RFP REGISTRATION FORM

RFP ITO-2015-05

Website Redesign Services for the Hawaii Public Housing Authority

INSTRUCTIONS

Please complete this Registration Form and leave original with the HPHA Contract and Procurement Office. A copy will be made for you. Take the copy with you as it contains important dates, times and information. If this form is downloaded online with the RFP packet, please fax the form to Ms. Tammie Wong, RFP Coordinator at (808) 832-6039.

Read this packet carefully. If you have any questions, please call Ms. Wong, IFB Coordinator, at (808) 832-6090.

Pre-Proposal Conference:	<u>Friday, December 18, 2015, 9:00 a.m. Hawaii Standard Time (HST)</u> at the HPHA Building B Conference Room, 1002 North School Street, Honolulu, Hawaii 96817.
Proposal Submittal Deadline:	Due not later than <u>4:00 p.m. HST on Thursday, January 21, 2016</u> at the HPHA Central Files Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817. Electronic mail and facsimile transmissions shall not be accepted.
Notice of Award:	March 2016
Contract Start Date:	April 1, 2016 or upon the HPHA's issuance of a Notice to Proceed

Date: _____	
Company: _____	
Address: _____	
Phone No: _____	Cell No.: _____
Fax No: _____	
Contact Person: _____	

Signature of Person Receiving the RFP Packet

REQUIRED CERTIFICATIONS:

The following must be submitted with the bid offer form:

- ☒ Hawaii Compliance Express Certificate of Vendor Compliance
☒ Wage Certificate
☒ Corporate Resolution

The following must be submitted prior to execution of contract:

- ☒ Certificate of Liability Insurance(s)
☒ Valid Tax Clearance Certificate
☐ Other: _____